

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REF: K.A.R. Article 9

POLICY

ATTENDANCE AND PUNCTUALITY

Policy:

It is the policy of the Adjutant General's Department to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and customer service and will not be tolerated.

Comment:

- (1) Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. Supervisors should record all absences and, for nonexempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act), any tardiness or early departure exceeding ten minutes.
- (2) Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the designated person provided by the supervisor.
- (3) Employees will be compensated during authorized absences in accordance with the Adjutant General's policies. Nonexempt employees will be required to use accrued leave time for time missed because of tardiness or early departure if the time missed exceeds 10 minutes after starting time or before quitting time. Failure to notify the supervisor properly of any absence may be grounds for disciplinary action.
- (4) Nonexempt employees who are delayed in reporting for work more than 30 minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. In addition, employees who report for work in improper attire may not be permitted to work. Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, may not be allowed to work.
- (5) Employees generally are expected to report for work during inclement weather conditions if there is no statement by the Governor or the Officer in Charge declaring an Inclement Weather emergency closing. Nonexempt employees who are unable to report because of weather conditions will be granted an unauthorized absence, and will need to use accrued leave time. Nonexempt employees who are late because of weather conditions will be given an opportunity to make up their missed time if work schedules and conditions permit.
- (6) Nonexempt employees will not be permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason unless authorized in advance by their supervisor.
- (7) Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. This

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REF: K.A.R. Article 9

POLICY

information should be recorded on the employee's time sheet and/or the information forward to the Human Resources Department. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences will lead to discipline, up to and including termination.

(8) Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.